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**Air National Guard (ANG) Military Vacancy Announcement (MVA)**  
*(Must be a current ANG member only)*

**2010-206C1**

**KNOWLEDGE OPERATIONS MANAGER**

**TSGT - MSGT**

*\*(Must meet this rank requirement at closeout date)*

**Closeout Date: 29 Oct 2010 Close of Business (COB)**

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To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>

Headquarters ANG Title 10 2-4year Statutory Tour at **NGB/A3 (Arlington, VA)**. Must be Air Force Specialty Code (AFSC) **ANY**. **Applicants must provide a statement of understanding with the application stating he/she is willing to cross train in the 3D0X1 AFSC. Have an ASVAB Administrative score of 47, X factor is G (weight lift of 40 pds), P-3, U-3, L-3, H-2, E-3, S-3, or better (AF Form 422 must be less than one year old). Must have or be able to obtain Top Secret Clearance.** Duties and Responsibilities: Position requires a self-motivated NCO that can perform well under pressure and is capable of handling multiple simultaneous taskings. Duties include preparation of staff packages, reviewing and editing of correspondence, monitoring suspense's, and managing tasks using the Joint Application Staff Management System (JASMS). Performs general administrative support for the directorate including, but not limited to, assuring the proper format, spelling, grammar, punctuation in the final version of all information leaving the directorate. Initiates, composes, and coordinates routine letters and messages. Establishes and maintains files for correspondence and various other programs. Must be able to supervise others in the proper use of division administrative procedures. Member must present a favorable military image and demonstrate the ability to deal with all personnel in a pleasant and orderly manner. Position requires the routine handling of classified material. Processes incoming and outgoing personnel ensuring all Operations Security (OPSEC) and Computer Security (COMPUSEC) requirements are met. Monitors and maintains Electronic Records Management (ERM). Responsible for coordination with unit Functional Area Records Manager (FARM) and dissemination to division electronic management appointees. Maintains open communication within all areas of the agency to identify new records. Assists division personnel with the physical inventory and analysis of records and with the implementation of their specific schedules. Manages OPRs/EPRs/Awards and Decs IAW applicable AFI's and ANGIs. Performs other duties and responsibilities as determined and assigned by the Director.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-25-03, Paragraph 3.4.3.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Application for this MVA signifies agreement to the following statement, in accordance with (IAW) Title 18 USC 1001: “I certify that, to the best of my knowledge and belief, all of the information on an attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated.”

**Questions regarding this advertisement can be sent to [hr.apply@ang.af.mil](mailto:hr.apply@ang.af.mil)**

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